

29 June 1973

MEMORANDUM FOR: Deputy Director for Management and Services

SUBJECT : Weekly Report - Office of Training

I. Recent Activities

A. Management Self-Study Program

Additional material in the form of textbooks is being requisitioned in order to provide background for the basic ideas contained in the audio and video tapes already requisitioned. The reading list will include such texts as Management By Objectives by John H. Hable, The Motivation to Work by Frederick Herzberg, The Age of Discontinuity by Peter Drucker, New Patterns of Management by Rensis Likert, Beyond Management by Objectives by I. D. Batten, Effective Communication by David K. Berlo, and Executive Speaking--An Acquired Skill by Joe Powell. These books will be located at the three planned self-study centers.

In addition, we have ordered Series I of the "Effective Management Program" developed by International Behavioral Consultants. This consists of ten cassettes covering basic topics such as employee interviewing, getting an employee off to a good start, getting responsibility into the job, developing standards of performance, helping an employee learn his job, the performance appraisal interview, the salary interview, managing discipline, handling personal problems, and employee development. Again, each self-study center will be supplied one copy.

B. Fundamentals of Supervision and Management

Twenty-two students attended a special FSM 18-22 June. This course was scheduled to satisfy the overflow of students who were unable to attend regularly scheduled FSMs and would not be able to attend the next scheduled FSM in October because it is filled.

C. Technical Writing Course

On 27 June Mr. [REDACTED], contract instructor for the "Practical Writing" course being conducted for Office of Communications employees, met with representatives from the Office of Technical Service/DS&T, Information Services Division/DO, and Central Reference Service/DI to

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discuss developing a single comprehensive course to meet their special requirements for technical writing. Although invited, NPIC did not send a representative. As a result of the meeting, the offices represented will submit to [] detailed requirements from which he can develop a course outline for their approval. If it is decided to implement such a course, the first session is scheduled tentatively for early fall at

D. July 1973 CT Class

The roster for the July 1973 CT Class is now complete. There will be 28 in the class; 23 of whom are externals. Four of these are women.

E. Visit by OF Representative

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monthly audit system and that he will send a Headquarters representative to the Base in late July to assist in the first of the FY 1974 accountings.

F. Briefings

On the evening of 26 June, in the Headquarters Auditorium, a CIA program was presented for 123 members of the Presidential Classroom. The format consisted of a showing of the film, "A Need to Know," followed by a briefing and a question-and-answer period. This was followed up by leading a student seminar at the Shoreham. Half of the audience consisted of High School teachers, the other half were students. Normally the summer sessions are only for teachers, but this one (the first of three this summer) was combined with a special summer session for students.

The last of six consecutive weekly programs for new summer employees (approximately 100) was conducted on Wednesday of this week. OTR's Briefing Officer has given each of the briefings on the organization and function of the Agency. Plans call for a meeting of all summer employees sometime in July to hear a talk by Mr. Colby.

II. Upcoming Developments

A. Special Information Science Workshops

Plans have reached an advanced stage for a special Information Science Workshop for the Office of Finance tentatively scheduled for December 1973. Also, two meetings have been held with the Imagery Analysis Service looking toward a special program for their personnel in April 1974. These will be the first component-oriented courses attempted by the Information Science Training Staff.

B. Meeting on Agency TV Services

We have scheduled a meeting for Monday, 2 July, in Headquarters, of representatives of components concerned with procurement and use of television equipment. Components to be represented are CRS, OTS, OJCS, NPIC and OTR.

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Since it is the first meeting on the subject of TV utilization, we look to it as a session primarily concerned with identifying component's problems from which plans can be formulated in subsequent meetings to deal with these problems.

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